

Academic Council Meeting – Summer 2019 #1

Friday, June 14, 2019, 10:00 A.M. – 12:00 P.M., CT 108

Minutes - Approved

Attendance: CSEA: Adam Keller; **Faculty Fellow:** Judy Anderson; **Co-Chairs:** Patty Allen, Cathy Bill, Christine Creagh, Zac Dilbeck, Holly Finnegan, Lydia Gilmore, Paul Graves, Tracy Koski, Tricia May-Woods, Tammy Montgomery, Karen Muir, Jennifer Nardone, Andrea Pifher, Rita, Rice, Karen Rippe, Cathy Ritterbusch, Rachael Romain, Fauna Stout, Heather Thompson-Gillis.

1) DL/TLTR Committee Workgroups – *Judy*

There are several DL/TLTR workgroups which require faculty involvement, open to all faculty who are willing to serve, to see the work gets done. See handout (3 pages) attached to these meeting minutes, describing the goals of seven DL workgroups. Contact jroberts@csc.edu if you are interested.

2) Approval of minutes from February 8 (revised), March 22, and April 12, 2019 (electronic handouts) – *Judy*

Minutes for Feb 8th, 2019 were revised to accurately describe how Math dept courses do or do not require attendance and/or allocate points for attendance.

Motion: The changes were motioned to be approved by Jennifer Nardone. The motion was seconded by Karen M. and the motion passed unanimously with no abstentions. Frank B. motioned to approve the minutes from the 03/22/2019 meeting. The motion was seconded by Karen R. and the motion passed unanimously with no abstentions. Cathy B. motioned to approve the minutes from the 04/12/2019 meeting. The motion was seconded by Amy P. and the motion passed unanimously with no abstentions.

3) Welcome new Co-Chairs: Academic Pathways, Dual Enrollment – *Judy, All*

Dianne Fidelibus (HHS) and Cathy Bill (A&S) are the new co-chairs of Academic Pathways, and Andrea Pifher (HHS) is the new co-chair for Dual Enrollment. Everyone welcomes them enthusiastically.

4) Delaware security incident update – *Karen, Zac*

Karen M. describe concerns around conflicting stories about what the “incident” that occurred Spring 2019 on the Delaware campus. Karen described a lack of communication and lack of coordination for a variety of reasons. The Delaware Sheriff was contacted prior to CSCC Safety. Some people were told to evacuate campus, others were told to lock themselves in their rooms. But all the rooms were automatically unlocked remotely, preventing the latter. Karen described many of the details of the incident and the aftermath.

After a lively discussion, one of the major problems, which has also been identified by Chief Asbury, is the lack of communication or embracing a protocol at the Delaware campus (or any campus) and promoting it to all employees if/when this type of incident occurs. On the day of the Delaware incident, there was a breakdown in

the chain of command as well. The two people authorized to send a Rave alert were unavailable (Sean Asbury was on vacation, and Kim Hall had left the college to take a job in the Governor's office).

Among the concerns is the continuing lack of faculty involvement. The College Safety Council is covered in the Faculty Contract (Article 46), and currently the number of faculty on this committee is not upholding the contract.

Recommendations: The Academic Council recommends the following:

- 1) *"CSEA immediately request and require the college, to appoint a faculty member from HHS in order to comply with Article 46 of the faculty contract."*
- 2) *"The college must schedule the Safety Council meetings when ALL faculty on the committee can attend. Meetings will be scheduled when none of the faculty on the committee are in class."*
- 3) *"The College will offer multiple opportunities for faculty training based on campus/location, and not by department only. These offerings should occur on an ongoing and regular basis."*

Action by AC:

- 1) The above recommendations will be forwarded to the College Safety Council by AC faculty representative Karen Rippe. Any additional ideas, concerns, or anything else can be funneled to the College Safety Council by emailing Karen Rippe krippe@cscce.edu and/or Jack McCoy jmccoy@cscce.edu

5) Christopher Columbus statue update – Judy

Tom Shanahan and Judy Anderson recently met with Executive VP Rebecca Butler and President David Harrison about the new budget for the upcoming fiscal year and capital expenditures (one-time costs) that will be required in 2019-2020.

The college indicated there is no money in the next year budget to remove the statue, but that they have (at least) stopped using it in marketing and promotional materials. They are able to put a plaque or other additions to the statue to put the historical relevance of it into the appropriate context, and according to Judy, they have committed to allowing that to happen.

Action: The AC Diversity and Equity Committee is asked to follow up with AC on specific recommendations for the plaque: wording, implementation (process and timeline), discussion/collaboration with other College groups, and other actions that the committee deems appropriate. D&I Co-Chairs can determine the timeline for this work and report back to AC in Autumn 2019.

6) Textbook Issues: Textbook Selection Process and OER Faculty Intention Form (electronic handout) – Judy

At the most recent Deans and Directors meeting, the issue has been raised is because some instructors have been using different textbooks for CCP courses than the high schools actually have.

The college wants faculty to complete a form before implementing a textbook in their course, which is forwarded to the department chair, who signs off and then forwards to the dean for another sign off, at which point it goes to Laurie Johns and/or Lauren Jones and/or the Bookstore so the changes will be known. While faculty have the freedom to choose what book they are going to use for their course(s) or section(s), and the college emphasized that no chair or dean approval is required; instead, they just want to ensure the adopted books are reported to their departments and the bookstore, so that students can also know (for certain) what textbook will be used in a given course or section before the register.

Again, at the Deans and Directors meeting, it was emphasized faculty are free to choose, but the College just wants to have a streamlined process so all the other stakeholders (high schools, students, etc.) can also easily know what materials are required for a particular course.

The OAA Student Support committee is going to look at this, and help troubleshoot this process, come up with alternatives rather than just another form that has to be signed by two to three layers of college administration.

Action: Student Support will discuss this issue and report back to AC in Autumn 2019.
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7) Master syllabus update – Judy

The Master Syllabus workgroup is moving forward with the recommendations for the weblink that can be used in every Blackboard shell so that the information that is required in all College syllabi will be available in a single location (CSCC website) and every course shell will have a link to take a student directly to it. This will be in every course shell, regardless of modality. For Autumn 2019, the newly revised “College Statements” will remain as a College-wide link in the Master Syllabus, but by Spring 2019 the plan is to have the new button and weblink in Blackboard operational.

8) Employee website faculty page update – Judy

The workgroup that will be literally working to put this site together, or at least make concrete recommendations on the layout, will be meeting later this afternoon. Judy and Adam are on this work group and will report back at the July 19, 2019, AC meeting.

9) Testing Center – All

Although it wasn’t announced or shared prior to the beginning of the Summer 2019 semester, the College Testing Center is closed on the main campus on every other Saturday. Faculty and students did not know this was the case until they had traveled to campus to take a DL quiz or test on a Saturday, only to find the testing center was closed.

The OAA Student Support committee has been talking with Rebecca Butler and will continue to push back on this issue. Cathy R. also indicated that the leadership at the Testing Center underwent a recent transition, and so the Testing Center advisory group was on hold. However, it will be starting up again, and hopefully some of these issues can be addressed through that channel.

Judy reminded the AC that when these kinds of issues arise, they should be brought to the Academic Council so the appropriate people can be reached to address any given problem.

10) Preferred Names / Pronouns for students – *Christine C.*

IT has begun work to make it possible for employees and students to update the CSCC directory with preferred names and pronouns if they differ from the registered name for a student or employee. The ability to make these changes are now in Colleague, and IT is continuing to work to make the process streamlined and available to everyone.

Meeting adjourned at 12:00 PM.

Minutes recorded by Adam Keller; submitted to Judy Anderson.

DL Lead 2019-2020 Workgroups

1) Online faculty observation form – (Existing- group leader- Ann Palazzo)

This group continues its work to create a new Online Observation Form that includes criteria more relevant to the instruction that happens in an online course. This workgroup will also make recommendations on the overall online observation process.

Recommended Deliverable(s):

- Online faculty observation form

2) Data Collection Workgroup – (Existing - group leader – Jane Roberts)

This group is an existing workgroup whose previous focus was on how Blackboard Analytics could be used by faculty to objectively evaluate online courses and student success enrolled in online courses. This group's work will be redirected to identifying existing data sources currently available that may be used by faculty to evaluate their course content and student engagement in the course. This group will recommend back to the committee specific Bb tools, reports, and information that may be used to support faculty who teach online courses.

Recommended Deliverable(s):

- Identify current available data resources
- Recommend a list of data or standard reports that faculty can easily access to evaluated student engagement, success and effectiveness of content.
- Collaborate with HLC workgroup to determine data available that demonstrates compliance with HLC criteria.

3) AQRs- (New workgroup – group leader needed)

This group will start immediately. With the launch of the new AQR rubric and website, it is imperative to mobilize faculty toward the goal of completing as many AQRs as possible this summer in preparation for the upcoming HLC accreditation. This group will also make recommendations to this committee regarding the AQR process.

Recommended Deliverable(s):

- Facilitate the completion of AQRs this summer in preparation for HLC
- Recommend a new AQR process that assures awareness of requirements by all faculty, follow-up on results and completion tracking.
- Collaborate with HLC workgroup to identify how the AQR can be used to demonstrate compliance with HLC criteria.

4) Course Accessibility (New workgroup – group leader needed)

This group will work with disability services to examine how faculty evaluate course content to assure that it meets at least the minimum requirements for accessibility as required by law. This group will create a checklist that faculty can use to proactively evaluate content to determine compliance with accessibility requirements. This group explores tools and procedures available to assist faculty with identifying content that meets requirements and/or how to make existing content compliant.

Recommended Deliverable(s):

- Create a checklist that can be used by faculty to proactively evaluate online course content for accessibility.
- Identify tools and services available to faculty for making online course content compliant with accessibility requirements.

5) Blended Learning- (Existing - group leader – Jennifer Dragoo)

This group will work on developing a faculty observation form that may be used to evaluate the unique aspects of the blended learning environment. This group will also be asked to recommend AQR criteria that may be used to evaluate blended courses.

Recommended Deliverable(s):

- Create a faculty observation form for blended courses that may be forwarded to committees for approval.
- Recommend criteria that may be used on an AQR for blended courses.

6) Blackboard Features – (New workgroup – group leader needed)

Since moving Blackboard to the cloud last year, faculty have noticed that there are a number of new Blackboard features appearing throughout the semester that faculty accidentally notice. This group will explore new features of Blackboard, identify the most useful features, and share the information with the faculty across campus. A newsletter will be created and sent to faculty each semester highlighting what's new and how to use at least one feature within Blackboard.

Recommended Deliverable(s):

- Created a list of new blackboard features available
- Create a newsletter for faculty each semester regarding Blackboard features

7) HLC prep team - (New workgroup – group leader needed)

As the October HLC accreditation visit approaches, there will be a need for DL faculty to become involved with the preparing for the visit. This group could start preparing for the HLC visit by looking at how our online courses are meeting the five HLC criteria and

how our processes are set up to assure compliance. The HLC criteria are that instructors must practice at least two of the following to comply with the “substantive” interaction requirement.

- Provide direct instruction
- Offer feedback on assignments
- Provide information or answer questions on course or competency content
- Facilitate group discussions
- Other activities approved by the program’s accreditation

This committee may work with other DL workgroups, such as, the data collection workgroup and the AQR workgroup, to determine the information that can be collected that support these 5 criteria to demonstrate online course compliance.

Recommended Deliverable(s):

- Identify data needed to demonstrate compliance with HLC criteria**
- Created reports that show compliance with HLC criteria**